



## **TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES**

**DEPARTMENT OF INDUSTRIAL RELATIONS  
DIVISION OF WORKERS' COMPENSATION – CLAIMS ADJUDICATION OFFICE**

### **OFFICE TECHNICIAN (TYPING)**

Position: Office Technician (Typing)

Salary: Range \$ 2,510.00 - \$ 3,050.00 per month

Locations: Los Angeles (4), Santa Ana (2), Santa Monica (4), Van Nuys (4),  
Approximately 14 vacancies exist in the District Offices.

Please specify the location(s) where you are available to work.

Duties: Under the supervision of the Office Services Supervisor II or the Presiding Workers' Compensation Judge, the Office Technician (Typing) shall perform the following duties: Review and evaluate complex documents for Claims Adjudication, extract detailed information, and enter this information in a computer records system. Receive and evaluate complex documents for the Rehabilitation Unit, Disability Evaluation Unit, extract data and enter this data in the Rehabilitation Computer system and the Disability Evaluation Unit. Take messages for judges, secretaries, consultants or other employees. Assist in scheduling hearings and maintaining a calendar system for the Claims Adjudication court system. May act as receptionist; provide information brochures and other standard forms as needed. Performs other duties as required.

**SROA and Surplus Employees will be given first consideration and are encouraged to apply.**

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations  
Division of Workers' Compensation  
P.O. Box 420603  
San Francisco, CA 94142-0603  
Attention: Bronwyn Ahlbrecht (510) 286-7090

**Applications accepted until May 1, 2006 or until position filled**

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.